

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Underhill Town Hall  
Tuesday, February 27, 2018 6:00 p.m.**

**Selectboard:** Rick Heh, Kurt Johnson and Pat Sabalis (electronically via Skype)

**Town Staff:** RaMona Sheppard, Nate Sullivan, Andrew Strniste

**Public:** Ruth Miller (MMCTV), Catherine Kearns, Stacey Turkos, Randy Clark & Mat Champlin (UJFD), Lisa Lavoie (A.M. Peisch), Lea Van Winkle

**6:00 p.m. Call to order, adjustments to agenda.** Meeting called to order by Rick Heh. Additions made to the agenda: Speed Control Considerations for Underhill Center, to Member items.

**6:02 p.m. Public Comment Period.** None

**6:03 p.m. On Call Stipend Personnel Policy, RaMona Sheppard, Finance Director/Human Resource Manager.**

Staff and Selectboard discussed Road Crew seasonal on call stipend.

Rick Heh moved that the Selectboard accept the revised “on-call” calculation (Finance model #2) to replace the 10% current algorithm. Kurt Johnson seconded the motion and on a roll call vote the motion passed 3-0.

Rick Heh moved that the Selectboard additionally compensate Scott Kilpeck, Dwayne Norway and Jed Abair in accordance with Finance model #2, retroactive to December 1st. And that Nate Sullivan’s compensation from December 1st to present not be reduced in accordance with Finance model #2. Kurt Johnson seconded the motion and on a roll call vote the motion passed 3-0.

**6:20 p.m. Warrants and Minutes.** The Board reviewed and signed the warrants.

Rick Heh moved to approve the minutes of the February 13, 2018 Regular Meeting of the Selectboard. Kurt Johnson seconded and the motion passed 3-0 on a roll call vote.

**6:40 p.m. Lisa Lavoie, A.M. Peisch, LLP Fiscal year 2016-2017 Audit.**

Lisa Lavoie of A.M. Peisch met with Selectboard to review the formal 2016-2017 town audit results. Questions for clarification were asked and answered. Lisa reviewed highlights from the entire report. The board commends Ramona for a significant job well done.

**7:10 p.m. New Business**

**Lea Van Winkle re; Vacancy on the Underhill Planning Commission**

Selectboard met with Lea Van Winkle and discussed her expectations, qualifications and interest in becoming a member of the Planning Commission. The board was satisfied with Lea’s qualifications and made the following motion.

Rick Heh moved to appoint Lea Van Winkle to fulfill the remainder of a four year term on the Underhill Planning Commission that expires in 2021. Kurt Johnson seconded and on a roll call vote the motion passed 3-0.

### **Underhill Listers Certificate – No Appeal or Suit Pending.**

Selectboard and staff reviewed the Listers Certificate and is pleased to know there are no appeals or suits pending.

Rick Heh moved Selectboard sign the certificate as prepared by the Listers. Kurt Johnson seconded and on a roll call vote the motion passed 3-0.

**7:20 p.m. Access Permit David and Karen Laurie (FL012).** Applicant, Selectboard and staff reviewed the application, sketch plan and supporting documents for the extension of a private road for the purpose of providing access to applicants proposed barn.

Rick Heh moved to approve of application subject to the following conditions:

- 1) Standard conditions
- 2) Trim trees & branches
- 3) Provide revised sketch plan to show the expanded turn around area (towards the downhill slope) and location of trees to be trimmed.

Kurt Johnson seconded the motion and on a roll call vote the motion passed 3-0.

### **7:45 p.m. Nate Sullivan, Road Foreman, General highway Issues.**

Selectboard and staff discussed Road Foreman issues:

- 1) North Underhill Road resident contacted Foreman to ask if the Town would remove a beaver dam that was causing flooding on her property. The Board determined this is on private property, not an emergency and the Town should not assume responsibility to remedy the situation.
- 2) Town Garage radio not working. Antenna condition and location contributing to the problem. Recommendation is to repair the radio and relocate the antenna up towards the roof on the office side of the building. Nate received a quote of \$3,348 from Radio North for the work. Kurt request for additional quotations including have Brian investigate quoting the radio separate from the antenna repair and inquire as to the practicality and timing of combining the antenna relocation with the Garage roof cap installation activity.
- 3) Need to replace two grader tires @ \$1,517.40 each.

Rick Heh moved to approve the purchase of two grader tires for a cost not to exceed \$3,034.80. Kurt Johnson seconded and on a roll call vote the motion passed 3-0.

- 4) Need to replace the oil pan on pick-up truck (90K miles) do to corrosion. Engine has to be removed to access the oil pan. Nate received estimates \$1,000-2,000 John Gillian & \$1,200-1,300 Auto Smith. Nate indicates the oil pan can limp along until approximately at which time we can combine this work with the 100K maintenance service work, fluids replacement, etc.



- 5) Pat inquired as to the over budget of Part Time labor. Nate explained this was largely due to the loss of Road Crew employee (Alex).

Rick Heh moved that the Selectboard acknowledges receipt of the proposed list of posted roads for the 2018 Mud Season and approves the posting. Kurt Johnson seconded and on a roll call vote the motion passed 3-0.

#### **8:22 p.m. Old Business**

##### **Underhill Jericho Fire Department (UJFD).**

Randy Clark and Mat Champlin from the UJFD met with the Selectboard for further discussion on the potential for a UJFD sub-station on Irish Settlement Road. Reviewed pertinent facts including coverage for addition of 183 residences beyond 5 miles of the current Underhill station; faster arrival in the Irish Settlement and Pleasant Valley areas; reduction of insurance rates Class 10 to Class 6. They shared a video of an actual fire demonstrating rate of fire consumption. Nearly entire home consumed in flame during the five minutes prior to any rescue arriving on site. Sub-station would be approximately 2,400 sq. ft; to house only one fire truck. First responders to the station would be volunteer firefighters living in the vicinity. Fact sheet with additional detail provided to the Board. UJFD would like to get an indication from the Board whether UJFD should continue to move forward with their proposal or consider alternatives. One alternative location would be in the 500-address vicinity on Pleasant Valley Road. Kurt Johnson to reach out to Peter Bennett of the Energy Committee to suggest coordinating public education of the sub-station to go along with the proposal for a Solar installation on the Crane Brook Conservation lands.

**8:49 p.m. Member Items, Correspondence, Announcements, Schedule.** Notice made that the next Regular Selectboard date is March 13, 2018.

**Correspondence.** Selectboard acknowledged receipt of:

- Budget Status Report, dated 02/23/18.
- Memorandum from Town Administrator related to Ice Jam on Roaring Brook on February 221, 2018. Consideration for the Town to cover the cost of clearing the ice jam (on private road) was postponed until the Board had opportunity to question Road Foreman and Brian as to how the May 2013 flooding emergency road work was handled. To what degree if any did the Town repair private roads at Town expense?
- Notification of award of \$60,000 in grant money for replacement of undersized culvert on Irish Settlement Road,
- Draft letter for extension of 2015 grant award for engineering on Mountain Road Bridge.

Rick Heh moved to authorize the Chair to sign letter as revised. Kurt Johnson seconded and the motion passed 3-0 on a roll call vote.

- Mike's Boring & Coring quote for \$3,022.50.


Rick Heh moved to authorize the Chair to sign the quote. Kurt Johnson seconded and the motion passed 3-0 on a roll call vote.

- Speed Control Considerations for Underhill Center. Rick read a list of speed control considerations that was prepared as result of a 1:1 meeting with Village resident Denise McCord. The list to be included in packet documentation.

**9:15 p.m. Adjournment.** On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard on a roll call vote, unanimously voted to adjourn.

Submitted by: Rick Heh

Read and Approved as submitted/amended

  
Rick Heh, Chair

3-13-18  
Date